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07201-3820
MS-325
Cp. 1

26 November 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Request for T/O Increase

1. It is requested that the following change be made in the Inspection and Review Staff, DD/P, T/O:

Add

File Clerk

GS-5

2. The files of this Staff are of such a sensitive nature that it is not possible to have them maintained by the Records Integration Division. Therefore, it has become necessary for the I&R Staff to set up a complete filing system. This filing system has been established by Chief, R.I. and ties into R.I. files. The number of such files has increased in the past ten months from approximately 600 to 1000.

3. During the same period of ten months, the document control function has required the logging of some 3600 documents by this Staff.

25X1A9a

Chief, Inspection and Review

Attachment:

Job Description

CONCUR:

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Chief of Administration, DD/P

(No DD/P ceiling increase is requested at this time. WJ)

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~~Chief of Operations, DD/P~~

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT